

## **CITY OF HAYWARD**

### **SUPERVISING BUILDING INSPECTOR**

#### **DEFINITION**

To supervise and coordinate the building inspection section of the Building Division, and to provide technical assistance and guidance to assigned staff; may serve as acting City Building Official in the absence of the incumbent.

#### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the City Building Official. Responsibilities include the direct and indirect supervision of Senior Building Inspectors and Building Inspectors.

#### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

1. Coordinates and supervises inspection functions and activities to insure compliance with structural, electrical, plumbing, heating, ventilation, refrigeration and mechanical codes, laws and ordinances.
2. Serves as a field supervisor to inspect work in progress and upon completion to assure that inspections are conducted in a uniform manner.
3. Assists in assigning inspection districts to technical staff to insure equitable distribution of work loads.
4. Establishes priorities and time-frames for inspection and code enforcement activities.
5. Develops training programs, guidelines and checklists for all inspectors in order to ensure a constant level of technical competency in plumbing, mechanical, electrical and building code enforcement.
6. Provides assistance in the resolution of difficult field inspection problems and disagreements with contractors and homeowners.
7. Prepares performance appraisals of assigned personnel.
8. Interprets codes for the general public, contractors, architects and engineers.
9. Prepares reports and conducts studies of varying complexity on a variety of field inspection programs and activities.
10. Conducts field inspections as needed.
11. Performs related duties as required.

#### **QUALIFICATIONS**

##### **Knowledge, Abilities and Skills**

- A. Knowledge of Uniform Building, Plumbing, Mechanical and Electrical codes, ordinances and laws.

- B. Ability to interpret and apply applicable laws and ordinances.
- C. Ability to supervise and train technical personnel.
- D. Ability to coordinate and monitor code enforcement activities and functions.
- E. Ability to develop training programs and guidelines in all specialty areas of code enforcement.
- F. Ability to communicate clearly and concisely both orally and in writing.
- G. Ability to deal effectively and tactfully with employees, the general public, architects, engineers and contractors.
- H. Ability to perform the physical aspects of field inspections.

### **EXPERIENCE AND EDUCATION**

Any combination of experience and education that could likely provide the required technical knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

#### **Experience**

Five (5) years experience in building, electrical, plumbing or mechanical inspection including two (2) years performing lead or direct supervision.

#### **Education**

Equivalent to completion of the twelfth grade.

Completion of supervisory skills training coursework within the probationary period is required.

### **SPECIAL REQUIREMENTS**

Essential duties require the following abilities and work environment:

Ability to work at construction sites with occasional exposure to slip, trip, and fall hazards; perform various physical activities including standing; walking; kneeling; crouching; stooping; bending; squatting; twisting upper body or torso; occasional climbing of stairs or ladders. Ability to work in varied climatic conditions including high heat and/or cold.

### **LICENSE AND CERTIFICATES**

Possession of a valid California Driver's License at time of appointment.

Possession of two or more ICBO (International Conference of Building Officials) certifications in the following areas is required, unless otherwise provided by State or Federal law: building, electrical, plumbing and mechanical.

PROBATIONARY PERIOD: One Year

741CS89

August, 1989

Rev: January 2002

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt